



# TOWN OF STONINGTON

## ASSESSOR'S OFFICE

152 Elm Street • Stonington, Connecticut 06378

(860) 535-5098 • Fax (860) 535-5052

Dear Property Owner:

During the January 2009 Legislative Session, "Public Act 09-196 AN ACT CONCERNING MUNICIPAL ASSESSMENT AND ASSESSMENT APPEALS," was passed modifying the filing requirements of the Income and Expense forms. (Effective October 1, 2009)

The enclosed income and expense forms continue to be due on June 1, 2010 and **failure to file on time shall result in the addition of a 10% assessment penalty**. The amendment provides for an extension of up to 30 days that may be granted upon a written request by the owner for "good cause" when such request is received no later than May 1st.

The amendment sets conditions under which the assessor and board of assessment appeals may waive penalties for failure to submit the data timely. The Town's legislative body may pass an ordinance allowing for a penalty waiver under specific conditions. Presently, there is a proposal pending, for the Town's legislative body approval to allow for the granting of a waiver of the penalty, "...if the owner of the real property required to submit the information is not the owner of such property on the assessment date for the grand list to which such penalty is added."

Marsha L. Standish, CCMA II, CCMC  
Assessor

***Town of Stonington Assessor's Office***  
**Hotel and Motel**  
**Income and Expense Survey for Calendar Year 2009**  
**(Due June 1, 2010)**

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name (if applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

Form Preparer/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**General Data**

Available Rooms: \_\_\_\_\_

**Room Configuration (number of rooms in each category)/Rates**

	# Units	Rent/day/unit	Rent/Week/unit
single			
double			
king			
suite			
other			

Annual Occupancy: \_\_\_\_\_

Annual Average Daily Rate (ADR) \$ \_\_\_\_\_

Segmentation of Annual Occupancy					
	Transient	Corporate	Group	Other	Total
Percentage of Annual Occupancy					100%
ADR for Segment					

**Annual Department Revenue:**

Rooms \$ \_\_\_\_\_

Conference Facilities \$ \_\_\_\_\_

Food and Beverage \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Minor Operated Departments \$ \_\_\_\_\_

Miscellaneous Rentals and other Income \$ \_\_\_\_\_

**Total Annual Revenue** \$ \_\_\_\_\_(1)

(Hotel and Motel Cont'd.)

**2009 Annual Cost and Expenses:**

Rooms	\$ _____
Food and Beverage	\$ _____
Telephone	\$ _____
Minor Operated Departments	\$ _____
Leased Equipment	\$ _____
Administrative, Legal, Accounting	\$ _____
Marketing	\$ _____
HVAC	\$ _____
Property Operation and Maintenance	\$ _____

**Total Operating Expenses** \$ \_\_\_\_\_ (2)

**Gross Operating Profit** (1 - 2) \$ \_\_\_\_\_ (3)

Management Fees \$ \_\_\_\_\_ (4)

**Fixed Operating Charges:**

Real Estate Taxes	\$ _____
Personal Property Taxes	\$ _____
Property Insurance	\$ _____
Reserve for Capital Replacement	\$ _____

Total Fixed Charges \$ \_\_\_\_\_ (5)

**Income Before Other Fixed Charges**<sup>1</sup> (3 - 4 - 5) \$ \_\_\_\_\_

Total Number of Room Nights Available in 2009 \$ \_\_\_\_\_

Total Number of Room Nights Sold in 2009 \_\_\_\_\_

Comments or Additional Information (may be attached):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Signature/Position / Date

<sup>1</sup> Income before deducting Depreciation, Rent, Interest, Amortization and Income Taxes.